

DEPUTY DIVISION DIRECTOR

DEFINITION: Under administrative direction, performs work of unusual difficulty with responsibility to serve as the deputy administrative unit chief at the division level; provides administrative, managerial support to a division of considerable size and complexity; fully shares in the overall management and execution of plans, goals, objectives of the division and the Office of the President and Vice-President; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Assures success of division line functions are consistent with plans and objectives of the Office of the President and Vice-President; sets division goals and objectives in consultation with the Division Director; recommends adjustments in conference with the Division Director; technically involved in the development and implementation of policies, procedures and the budget; accomplishes line functions through department and program managers.

Coordinates division activities with government agencies outside the Navajo Nation engaged in similar mission objectives; establishes policy and partnership with key federal, state agencies; opens and maintains contact with key staff members of congressional committees, principal assistants to senators and representatives, elected or appointed representatives of state, local governments, ranking federal and state officials.

Develops and implements internal control mechanisms, procedures, and guidelines to maintain departmental accountability; conducts regular meetings with department and program management; reports regularly on division performance and accomplishments; determines effectiveness of division service delivery; regularly communicates division accomplishments to the Division Director, Office of the President and Vice-President and committees of the Navajo Nation Council.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of modern principles, procedures, and practices of public administration.

Knowledge of Navajo Nation, federal, and state laws, regulations, and guidelines governing aspects of tribal operations relative to division responsibilities.

Knowledge of establishing short and long term division and department goals and objectives.

Knowledge of program development, budgetary and financial controls.

Knowledge of division operational activities, issues, and mission objectives.

Skill in developing and analyzing strategic plans, operating systems, procedures and controls.

Skill in establishing partnership with federal and state agencies; including having an open policy with key staff members of congressional committees, senate representatives; elected and appointed officials of state/local governments.

Skill in managing senior division, department staff and maintaining an open communication policy.

Skill in the interpretation, execution of policies of the Office of the President and Vice-President.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

THE NAVAJO NATION

Class Code: 1191
Executive Series
Executive Management Group
Overtime Code: Exempt
Pay Grade: 70

DEPUTY DIVISION DIRECTOR

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Public Administration or Business Administration or a related field and six (6) years of administrative, management experience, which must include five (5) years of supervisory experience.

PREFERRED QUALIFICATIONS:

- A Master's degree in Public Administration or Business Administration or a related field.
- Training in Human Resources Management, Leadership, or Program Management.
- Proficient in Microsoft Office software or other computer applications.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.